

EMS BUSINESS MANAGER

NATURE OF WORK

This is professional administrative work with responsibility for assisting in the overall management of business office functions for the Emergency Medical Services Transport Division of the Lincoln Fire Department.

Work involves responsibility for assisting the Deputy Fire Chief of EMS with primary responsibility for reviewing and coordinating the accounting, fiscal and clerical operations for the EMS Transport Division; determining the automated reporting, accounting and fiscal needs of the division; and serving as liaison when addressing data processing related duties with regard to the implementation and maintenance of automated accounting and fiscal systems. Work also involves assisting with EMS supply and equipment specifications, procurement, distribution and management; the quality assurance process as directed; and providing EMS public awareness and educational programs as directed. Work is performed with considerable independence as to operating details with general direction received from the Deputy Fire Chief of Emergency Medical Services.

EXAMPLES OF WORK PERFORMED

Reviews and coordinates the accounting and fiscal operations for emergency medical services for the EMS Transport Division in order to insure a more efficient operation, the elimination of duplication of efforts, and to insure timely incident reporting methods.

Supervises and participates in the preparation and flow of revenue projections for the Department's ambulance services enterprise fund; assists in the preparation of materials for rate adjustment presentations.

Determines and revises automated accounting and fiscal reporting systems for the department; serves as a liaison when addressing data processing with regard to the implementation and maintenance of automated systems.

Assists with new and improved accounting and fiscal procedures and incident reporting in order that the operation runs smoothly and efficiently; assists with new and improved medical incident reports including paper, automated and pen based systems.

May assume the responsibilities of the Deputy Fire Chief of EMS in the absence thereof.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the policies and procedures of customer relations, specifically with respect to billing, collecting and answering customer inquiries.

Considerable knowledge of the principles, practices and methods of manual and automated accounting systems.

Considerable knowledge of manual and automated data processing record maintenance procedures applicable to billing and collection activities.

Knowledge of modern office management practices and equipment.

Ability to establish and maintain several types of accounting systems and to produce needed information and reports from such systems.

Ability to create, modify and improve manual and automated accounting and fiscal systems.

Ability to establish and maintain effective working relationship with supervisors, subordinate personnel and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in accounting, business or public administration or related field; and considerable professional level management experience in the emergency medical services field providing ambulance operations.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in accounting, business or public administration or related field and professional level management experience in a health related field; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

Approved by:

Department Head

Personnel Director

10/2000

Revised 04/02

PS3010